



## MEETING OF THE ADULT PROGRAMS COMMITTEE

*date* Thursday, October 22, 2015

*time* 8:00 am – 10:00 am

*place* San Diego Workforce Partnership  
Julie Benedict Community Room, 3rd Floor  
3910 University Ave.  
San Diego, CA 92105

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### AGENDA

#### CALL TO ORDER AND NOTE OF ATTENDANCE

**PUBLIC COMMENT:** members of the public shall have the opportunity to address the Adult Programs Committee only on issues on this agenda. Time allotted to each speaker is determined by the Chairman; however, comments are generally limited to no more than three (3) minutes total per subject regardless of the number of those wishing to speak. Anyone desiring to address the Board under “Public Comment” must submit a “Request to Speak” form prior to the meeting.

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Next Adult Programs Committee Meeting: 12/17/2015

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**Item#1: Minutes of the September 1, 2015 Adult Programs Committee Meeting**

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**Members Present**

Linda Kavanagh	Jose Cruz	Judy Lawton
Chaz Compton	Tom Frost	Cathy Scavone
Shaina Gross	Trevor Blair	Stephanie Murphy
Stormy Miller	Vicki Brannock	Maurice Wilson
Josh Shapiro	Walter Lam	Annie Taamilo

**Members Absent**

Petros Alemeselassie	Michael Jones	Joe Mackey
Rebecca A.-Gardiner	Fernando Nunez	Lorraine Collins
Christopher Fernandez		

All reports, memoranda and letters contained in the agenda or distributed at the meeting shall by this reference become part of the original minutes.

The meeting was called to order by Linda Kavanagh, at 8:09 am, at the Downtown Central Library, with a quorum.

**Public Comment**

L. Kavanagh thanked M. Wilson for hosting our last meeting at his facility.

Agenda items 3,4,5 and 6 were pulled for discussion.

**The following items were approved on the consent agenda:**

- 1-09/01/2015 – Item 1*     **Minutes of the June 25, 2015 APC meeting**  
That the APC approve the minutes of the June 25, 2015 meeting.  
*Motioned, Seconded, Carried Unanimously (Lawton/Lam)*
- 2-09/01/2015 - Item 2*     **Approval of Providers/Programs for Eligible Training Provider List**  
That the APC recommend to the WIB the approval of 28 new programs that meet the requirements of the Workforce Investment Directive #WSD13-10 for inclusion on the Eligible Training Provider List.  
*Motioned, Seconded, Carried Unanimously (Lawton/Lam)*  
Abstentions: Trevor Blair, Cathy Scavone, and Maurice Wilson

**The following items were approved with comments noted:**

3-09/01/2015 - Item 3

**Contract Action – Reentry Works San Diego**

That the APC approve Second Chance as the selected service provider for the Reentry Works San Diego program. This program creates a specialized jail-based America’s Job enter of California (AJCC) as a result of the Department of Labor (DOL) grant award SDWP received in June 2015 for the Linking Employment Activities Pre-Release (LEAP) Initiative.

*Motioned, Seconded, Carried Unanimously (Frost/Murphy)*

Abstention: July Lawton

4-09/01/2015 - Item 4

**Contract Action – AJCC Breaking Barriers San Diego (WIF) Funding for Program Year 2015-2016**

That the APC recommend to the WIB approval of the following funding allocations to AJCC contractors for an initial term of nine months effective October 1, 2015 to June 30, 2016.

<b>Contractor</b>	<b>Region</b>	<b>WIF Funding Allocation Year 1</b>
KRA	Metro	\$337,335
ResCare Workforce Services	North	\$150,095
ResCare Workforce Services	South	\$159,192
Grossmont Union High School District	East	\$111,434
	<b>Total</b>	<b>\$758,056</b>

**DISCUSSION**

C. Compton gave an overview of the programs purpose and possible outcomes which could impact further funding coming into the region based on the results of the program.

A. Hall reported that as a result of a recommendation from C. Compton, SDWP built a mobile case management app for use by AJCC case managers. The app. is web based and enables case managers to meet with clients at locations in their neighborhoods. C. Compton spoke about a need to create systems that work in the background that tie disjointed systems together.

*Motioned, Seconded, Carried Unanimously (Blair/Frost)*

5-09/01/2015 - Item 5

**Incumbent Worker Training Policy**

That the APC recommend the WIB to amend the current Customized Training Policy to increase the flexibility of the program to meet the

needs of underemployed workers and businesses in San Diego County. Recommended amendments to the current policy include the use of Adult, Dislocated Worker and Rapid Response funds for Incumbent Worker Training and the incorporation of a sliding scale for employer contribution.

**DISCUSSION**

Staff discussed how they came up with the 25% as the employer match, and their plan for getting the word out about the new Incumbent Worker Training to other employers?

*Motioned, Seconded, Carried Unanimously (Frost/Gross)*

Abstentions: Trevor Blair, Maurice Wilson, Vicki Brannock and Cathy Scavone

6-09/01/2015 - Item 6

**Contract Action – The WorkPlace: Platform2Employment Program**

That the APC recommend the WIB approve a contract with The WorkPlace in an amount not to exceed \$700,000 to run the Platform to Employment (P2E) program in San Diego and Imperial County from October 1, 2015 through June 30, 2017.

*Motioned, Seconded, Carried Unanimously (Lawton/Murphy)*

**The following item was reviewed/discussed with comments noted:**

7-09/01/2015 - Item 8

**Occupational Training Services On-the-Job Training Contract Performance Update and Closeout for Period Ending June 30, 2015.**

**DISCUSSION**

Committee asked if there was anything we could have done to ease the dislocated worker (DW) restrictions. Staff responded that when the economy starts to get better, the State of CA/EDD requires that proof of Unlikely to Return to prior occupation be provided in order to be labeled DW. OTS tried to use data but it's difficult. In addition, OTS was having some operations problems. Overall OTS met their number for OJT placements, unfortunately, they struggled with the DW enrollments. Other contractors didn't have a problem meeting their DW requirements and met their targets.

**Adjournment**

The meeting was adjourned at 8:55 am

Next meeting is October 22, 2015

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Rebecca Bianconi, Meeting Secretary

**Item#2: Approval of Providers/Programs for the Eligible Training Provider List (ETPL)**

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**MEETING DATE:** October 22, 2015

**REVISION DATE:** October 8, 2015

**TO:** Adult Programs Committee

**FROM:** Andy Hall, VP and Chief Programs Officer

**RECOMMENDATION(S)**

That the APC recommend to the WIB the approval of five new programs that meet the requirement of the Workforce Investment Directive WSD13-10 for inclusion on the ETPL.

**BACKGROUND**

Pursuant to the Workforce Investment Act legislation, the WIB and Policy Board approved training providers and programs for inclusion on the ETPL. The programs being submitted meet the following State Criteria.

1. Bureau of Private Post Secondary Education Approval to Operate, or Verification of Exemption by BPPE; or
2. Accreditation by the Accrediting Commission for Senior Colleges and Universities, Western Association of Schools and Colleges, or the Accrediting Commission for Community and Junior Colleges; or
3. Postsecondary institutions eligible under Title IV of the Higher Education Act (HEA) and offering programs leading toward an associate degree, baccalaureate degree, or certificate; or
4. Programs that are jointly registered under the National Apprenticeship Act (NAA) with the Department of Labor (DOL) and the California Division of Apprenticeship Standards (CDAS); or
5. Approval by the California Department of Education; or
6. Approval by the Chancellor's Office of the California Community Colleges (CCCCO); and
7. Meet's the State's minimum performance standards, when applicable; and
8. Training is for occupations in priority industry sectors based on the State plan or local area plans; and
9. Training results in completion of an industry-recognized credential, national or state certificate, or degree, including all industry appropriate competencies, licensing and/or certificate requirements.

**EXISTING PROVIDERS – NEW PROGRAMS**

1. CSU San Marcos Extended Learning – one new program

**NEW PROVIDERS – NEW PROGRAMS**

1. International Health Group – four new programs

**ATTACHMENTS**

Attachment: Supporting Occupational Labor Market Data

### Supporting Occupational Labor Market Data

Training Provider	Training Program	Training Cost	Occupational Title	Average Annual Job Openings (1)	Median Hourly Earnings (2)
CSU San Marcos Extended Learning	SHRM CP/CSP Certification	\$1399	Human Resources Specialists	139	\$30.18
International Health Group, Inc.	Home Health Aide Certification	\$1,550	Home Health Aide	502	\$11.24
	Nurse Assistant and Home Health Aide Certification	\$445	Nursing Assistants	540	\$13.22
	Nurse Assistant Certification	\$2,700			
	Restorative Nursing Assistant	\$250			

**Definitions**

- (1) Average Annual Job Openings are the sum of new and replacement jobs between the years 2015 to 2019, Counties: San Diego, CA
- (2) Median Hourly Earnings are the estimated 50th percentile of the distribution of wages; The wages do not include unpaid family workers.

Data pulled from Bureau of Labor Statistics & Economic Modeling Specialists, International, (EMSI), Timeframe: 2015- 2019 Class of Worker Categories: Employees in the Quarterly Census Employment Wage, Employees not listed in the Quarterly Census Employment Wage Survey, & Self-Employed Individuals

### **Item#3: Incumbent Worker Training Eligibility Requirements**

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**MEETING DATE:** October 22, 2015

**REVISION DATE:** October 7, 2015

**TO:** Adult Programs Committee

**FROM:** Tina Ngo Bartel, Director of Business Programs and Research

#### **RECOMMENDATION**

That the APC recommend that the WIB approve the eligibility requirements for Incumbent Worker Training.

To qualify as an incumbent worker, the incumbent worker needs to be employed, meet the Fair Labor Standards Act requirements of an employer-employee relationship, and have an established employment history with the employer for 6 months or more. To receive Incumbent Worker Training funds, an employer must submit an IWT application to SDWP and provide written documentation or statement of need that the positions to be trained for are at risk of being laid off if additional training is not received.<sup>1</sup> The training must increase the competitiveness of the employee and/or employer.

#### **BACKGROUND**

On September 25, 2015, the San Diego Consortium Policy Board approved the use of Incumbent Worker Training (IWT) for the local San Diego area. Under the provisions of the Workforce Innovation and Opportunity Act (WIOA), IWT is available to *existing workers* if the prospective trainees are at risk of being laid off if they do not receive training. However, to participate in IWT, an employer's existing worker does not have to meet the same WIOA eligibility requirements as adults and dislocated workers.<sup>2</sup> According to State of California, the local Workforce Investment Areas must develop their own policies for IWT eligibility.<sup>3</sup>

#### **ATTACHMENTS**

None

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<sup>1</sup> Notice of Proposed Rulemaking (NPRM) § 680.780

<sup>2</sup> WIOA section 134(d)(4) and NPRM § 680.790

<sup>3</sup> NPRM § 680.780

**Item#4: Layoff Aversion Services Contract Modification**

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**MEETING DATE:** October 22, 2015

**REVISION DATE:** October 5, 2015

**TO:** Adult Programs Committee

**FROM:** Tina Ngo Bartel, Director of Business Programs and Research

**RECOMMENDATION**

That the APC recommend that the WIB approve an additional \$80,000 to the Layoff Aversion Services contractor, California Manufacturing Technology Consulting (CMTC). Effective date of funding is October 1, 2015, and is contingent upon the approval of SDWP organizational budget by the San Diego Consortium Policy Board.

Contractor	Current Allocation	Contract Modification	Total Allocation
CMTC	\$100,000	\$80,000	\$180,000

**BACKGROUND**

The Workforce Innovation and Opportunity Act (WIOA) mandates that Layoff Aversion Services be offered to businesses at-risk of laying off employees in local areas. With over 220 Workforce Adjustment and Retraining Notifications (WARNs) from employers and over 16,500 positions laid off in San Diego County from 2010 to 2013, SDWP issued a Request for Proposals (RFP) on May 21, 2013 for the provision of Layoff Aversion Services (LAS) to at-risk businesses before layoffs occur. CMTC was awarded the contract on June 28, 2013.

Layoff Aversion Services include consultation with San Diego businesses and provision of layoff alternatives, which include improving business processes, product development, supply chains, marketing strategies and operations. The State of California provides formula grants to local areas annually based on number of jobs saved during the previous program year.

The additional \$80,000 comes from additional Layoff Aversion funds SDWP received from the state. The exact amount allocated for Layoff Aversions Services to the local regions was not known at the time when SDWP executed the contract CMTC.

**UPDATE**

CMTC is currently contracted to serve ten companies with \$100,000 in funding. Additional funding of \$80,000 for PY 2015-2016 will allow CMTC to serve at least eight more at-risk companies, saving approximately 80 additional jobs in the county. In PY 2013-2014, CMTC received \$100,000 and served 10 companies, resulting in 105 jobs saved and 55 jobs created. In PY 2014-2015, CMTC received \$150,000 and served 16 companies, resulting in 176 saved and 69 jobs created. Additional funding allows CMTC's consultants to commit more hours in outreach and business process improvement projects for businesses.

**ATTACHMENTS**

None



## Item#5: Eligible Training Provider List (ETPL) Policy

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MEETING DATE: October 22, 2015

REVISION DATE: October 7, 2015

TO: Adult Programs Committee

FROM: Andy Hall, VP & Chief Programs Officer

### **RECOMMENDATION**

That the APC recommend that the WIB approve an updated Eligible Training Provider List (ETPL) Policy in line with the California State Workforce Development Board's (State Board) Workforce Innovation and Opportunity Act (WIOA) ETPL Policy and Procedures.

### **BACKGROUND**

WIOA requires states to establish a list of training providers who are eligible to receive WIOA funds and to establish two separate procedures for the ETPL: initial eligibility and subsequent eligibility. On July 22, 2015, the State Board released Draft Directive-120 (DD-120) WIOA ETPL Policy and Procedures, revising the existing ETPL requirements. SDWP's is recommending updating its local policy to improve the quality and process of training and to come in line with Federal and State ETPL changes.

### **POLICY RECOMMENDATION**

#### ***State Required Initial Eligibility:***

- ***Private postsecondary education providers*** and/or programs must obtain a Bureau for Private Postsecondary Education (BPPE) Approval to Operate or Verification of Exemption and have an entered employment rate of 70%.
- ***Public training providers*** must meet one of the following criteria: accredited by the Western Association of Schools and Colleges (WASC), eligible under the Title IV of the Higher Education Act (HEA) and offer programs leading to an associate degree, baccalaureate degree or certificate, approved by the California Department of Education, or approved by the Chancellor's Office of the California Community Colleges (CCCCO).
- ***Apprenticeship/Pre-apprenticeship:*** Initial eligibility for the ETPL apply to all training providers, with the exception of pre-apprenticeship programs or apprenticeship programs registered under the National Apprenticeship Act (NAA) or recognized by Department of Industrial Relations (DIR) or Division of Apprenticeship Standards (DAS) automatically qualify fore the ETPL.<sup>1</sup>

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<sup>1</sup> WIOA, section 122(a)(3), "Perea Job Training Bill", Assembly Bill (AB) 509, the Higher Education Workforce Investment Act

***State Required Subsequent Eligibility:***

- ***Private postsecondary education providers*** and/or programs must have an entered employment rate of 70%.
- ***Public training providers*** and/or programs must have an entered employment rate of 70% for WIOA participants.
- ***Apprenticeship/Pre-apprenticeship*** programs must have a completion rate of 70%.

***Local ETPL Requirements and Approval Process:***

- ***Self-Sufficiency Wage or Demonstrated Career Path:*** Programs must lead to jobs that meet SDWP's target wage, currently set at \$13.09 and/or demonstrate meaningful career and earnings growth opportunities.<sup>6</sup>
- ***Training Caps:*** Approved programs are eligible to receive funding from Individual Training Accounts, currently set at \$5,000 for training programs for in-demand jobs and \$7,000 for higher in-demand jobs.<sup>7</sup>
- ***(Change) Approval of Programs:*** Programs that meet Federal, State, and Local initial and subsequent eligibility, with outcomes and operations verified by SDWP using site visits, BLS data analysis, and outcome verifications, are submitted to the State ETPL coordinator for final approval. The San Diego WIB/Workforce Development Board (WDB) will no longer approve individual providers and programs. Rather, the role of the Board as set forth by WIOA and the State ETPL directive is to set policy, review performance, and discuss policy/strategy changes based on ETPL provider performance and outcomes. This process change will:
  - Increase the performance accountability of programs through annual publishing and analyses of provider performance;
  - Increase the responsiveness of the AJCC system to industry demands by at least 60 days;
  - Align with the purpose of the WDB and its committees as envisioned in WIOA as a strategic policy body.

**ATTACHMENTS**

None

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<sup>6</sup> San Diego Consortium Policy Board November 21, 2014

<sup>7</sup> San Diego Consortium Policy Board March 20, 2015

**Item#6: Contract Action – AJCC Satellite Partnership Support Funding**

**MEETING DATE:** October 22, 2015

**REVISION DATE:** October 14,2015

**TO:** Adult Programs Committee

**FROM:** Andrew Picard, Manager, Adult Programs & Strategic Initiatives

**RECOMENDATION**

That the APC approve a total of \$200,000 to launch additional AJCC satellite sites across the region. This money will be used to fund a minimum of one staff resource and/or other support resources to launch at least four new AJCC satellites.

The following table shows the planned funding allocations to AJCC contractors within the current contract term ending June 30, 2016:

<b>Contractor</b>	<b>Region</b>	<b>Planned College Partner*</b>	<b>Expected Funding</b>
KRA	Metro	San Diego City College	\$50,000
ResCare Workforce Services	North	Mira Costa College**	\$50,000
ResCare Workforce Services	South	Southwestern College	\$50,000
Grossmont Unified HS District	East	Cuyamaca College	\$50,000
<b>Total</b>			<b>\$200,000</b>

\*MOUs are currently routing through each community colleges’ approval process.

\*\*Located at the Technology Career Institute in Carlsbad

SDWP may shift funding between regions within the AJCC network based on expenditure plans, trends, and additional satellite opportunities each contractor may develop as long as the total funding amount for this effort does not exceed the \$200,000.

**BACKGROUND**

During its retreat on September 1, 2015, the APC members identified increasing the number of AJCC access points as a major priority for the next 1-3 years. This vision for more “on-ramps” into the public workforce system requires service integration with partners, shared and leveraged infrastructure, and expanded use of technology.

This partnership between four community colleges, SDWP and the AJCC network represents a significant step toward a more seamless, collaborative service delivery system with more resources, tools, and expertise to address regional employer and jobseeker needs.

**ATTACHMENTS**

None

**Item#7: APC Retreat Recap and Discussion**

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**MEETING DATE:** October 22, 2015

**REVISION DATE:** October 7, 2015

**TO:** Adult Programs Committee

**FROM:** Andy Hall, VP and Chief Programs Officer

**INFORMATIONAL ITEM – NO ACTION REQUIRED**

On September 1, the APC held its annual retreat to discuss the current and future goals of the Committee. The retreat covered a wide range of topics including a review of the APC’s key accomplishments, the Adult Program Portfolio, strategic goals for next year, and the purpose of the APC as it relates to Workforce Development Board changes. This discussion will focus on the topics below:

*Summary of “What does the APC want to see in the next 1-3 years as a result of its efforts? (Attachment A).”*

*How do we structure our meetings to tackle the below priorities?*

1. Clearly Defined Goal Alignment
  - APC meeting format, governance/membership, and purpose going forward
2. Uniformity/Standardization of Services and Customer Experience
  - Implementation of the National Career Readiness Certificate
3. Increased Access Points
  - Community College and Adult School Satellites
  - Overall satellite and affiliate site strategy
4. Flexible Procurement Processes and Policy that Drive Results
  - ETPL Policy Changes
  - Customized Training (Passed)
5. Planning and Evaluation Guided by Comprehensive Data
  - Annual Customer Satisfaction Survey Across all Programs

**ATTACHMENTS**

Attachment: APC Strategic Priorities Summary Chart

## What the Adult Program Committee Wants to See in Place in the Next 1 – 3 Years as a Result of their Efforts

Clearly Defined Goal Alignment and Ownership	Flexible Processes and Policy That Drive Results	Uniformity of the Customer Service Experience	Increased Access Points	Industry Focused Workforce Readiness Solutions	System of Fully Integrated Partners	Planning and Evaluation Guided By Comprehensive Data	Enhanced Employer Services
Valuable role/ purpose for WDB and AJCs	Pay for performance	Sustainability and scalability	Increased access points, satellite centers	Veteran inclusion in planning the future workforce	Expanded partnerships in program design	Annual evaluation: 1) impact; 2) customer satisfaction	Increase program visibility to users and business
Clarity around subgroups	Contracting & business process improvement	Consistent across the AJCs	Improved virtual access	National Career Readiness Certificate	More frequent communications/coordination across partnerships	WIOA language performance: youth, business disabled	Improve services to businesses
Connecting similar boards for common goals	Consistent processing	Standardization	100% access points blue	Career Readiness Assessment	Well-defined referral network: educated referral agents	Better data integration Data ↔ ROI	Increase employer outreach (for input)
			Increased awareness of our services	Job matching vs. job placement	Alignment of skills programs with career demands	Best Practices	Connecting more employers with AJCs/
				Industry awareness	Establish SDWP as the hub for coordination		Work closer with business community
					Leveraging relevant resources		
					Shared clients		
					Core partners in shared planning		

**Item#8: APC Correspondence and Updates**

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**MEETING DATE:** October 22, 2015

**REVISION DATE:** October 6, 2015

**TO:** Adult Programs Committee

**FROM:** Andy Hall, VP and Chief Programs Officer

**INFORMATIONAL ITEM – NO ACTION REQUIRED**

The team will provide the APC members with updates of key activities, upcoming events, accomplishments, policy changes, grant efforts, and other items for discussion.

**ATTACHMENTS**

None